

SC1260. SUBCHAPTER 1260

HOME LEAVE FOR DOD CIVILIAN EMPLOYEES  
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## SC1260. SUBCHAPTER 1260

### HOME LEAVE

References: (a) DoD Directive 1400.25, "DoD Civilian Personnel Management System," November 25, 1996  
(b) Section 6305 of title 5, United States Code  
(c) Title 5, Code of Federal Regulations, Part 630, "Absence and Leave", Subpart F, "Home Leave", current edition

#### SC1260.1. PURPOSE

This Subchapter implements DoD policies and procedures for granting home leave in accordance with references (a) through (c).

#### SC1260.2. APPLICABILITY

This Subchapter applies to the Office of the Secretary of Defense, the Military Departments, the Chairman of the Joint Chiefs of Staff, the Combatant Commands, the Office of the Inspector General of the Department of Defense, the Defense Agencies, the DoD Field Activities, and all other organizational entities in the Department of Defense (hereafter referred to collectively as the "DoD Components").

#### SC1260.3. POLICY

It is DoD policy under Directive 1400.25 (reference (a)) to:

SC1260.3.1. Grant home leave, subject to mission requirements, to eligible DoD employees serving overseas.

SC1260.3.2. Encourage employees to use accrued home leave.

#### SC1260.4. PROCEDURES

##### SC1260.4.1. Eligibility.

SC1260.4.1.1. Employees recruited for overseas duty from the United States or its territories or possessions including the Commonwealth of Puerto Rico and who may accumulate a maximum of 45 days of annual leave under section 6304 of reference (b), are entitled to earn, and may be granted home leave.

SC1260.4.1.2. As prescribed under section 6305 of reference (b), an employee must complete 24 months of continuous service outside the United States (or after a shorter period of such service if the employee's assignment is terminated for the convenience of the Government) to be eligible to take home leave. The 24 months of continuous service abroad is a one-time requirement.

SC1260.4.2. Accrual.

SC1260.4.2.1. Home leave is earned and credited on a monthly basis.

SC1260.4.2.2. Earning rates range from 5 days to 15 days per 12 months, as prescribed under Part 630, Subpart F, "Home Leave," of reference (c).

SC1260.4.2.3. The minimum charge for home leave is 1 day. There is no limit on accumulation of home leave.

SC1260.4.3. Use. Home leave so granted may be used:

SC1260.4.3.1. In combination with other leaves of absence.

SC1260.4.3.2. Only in the United States, or its territories and possessions to include the Commonwealth of Puerto Rico.

SC1260.4.4.3. Only during a period of service abroad when it is contemplated that the employee will return to service abroad upon completion of the home leave period or upon completion of an assignment in the United States. Additional conditions on home leave use are prescribed in Section 630.606, paragraph (c), "Limitations" (reference (c)).